



DEPARTMENT OF THE NAVY
NAVY RECRUITING COMMAND
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MILLINGTON, TN 38054-5057

COMAVCRUITCOMIST 1130.8H CH-7

N35

19 Oct 2010

COMNAVCRUITCOMINST 1130.8H CHANGE TRANSMITTAL 7

From: Commander, Navy Recruiting Command

Subj: NAVY RECRUITING MANUAL-ENLISTED

Encl: (1) Navy Recruiting Manual-Enlisted revised pages

1. Purpose. To implement revisions recommended by the Career Recruiting Force Advisory Board to COMNAVCRUITCOMINST 1130.8H, effective 1 October 2010.

2. Discussion. This change transmittal implements revised policy and procedures for maintaining the Station Market Analysis and Review Technique (SMART) board, DEP Status Board, School Folders, School of Area Responsibility (SOAR) binders, and Production Analysis Training and Evaluation (PATE). Specific revisions include:

a. Elimination of the SMART board overlay and the requirement to document new contracts and qualified/not enlisted (QNE) applicants by use of yellow and red dots affixed to the overlay.

b. Implements the requirement to identify military reserve centers on the territorial map by affixing a red star with an "R" printed over or on the side of the red star.

c. Requires the All Service Accession Data (ASAD) report to be maintained as part of the SMART system for analysis of market penetration and trends in new contract attainment by the recruiting services. This eliminates the requirement to maintain a fiscal year to date new contract attainment matrix on the SMART board overlay.

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d. Provides procedures for color coding Future Sailors on the DEP Status Board to indicate male, female and Naval Special Warfare/Naval Special Operations Future Sailors in the current Navy Recruiting Station (NAVCRUITSTA) DEP.

e. Provides guidance for maintaining school folders for high schools and junior colleges determined to be non-working schools due to lack of recruiter access to the school or other reasons to justify not conducting monthly school visits. School folders are now required to be incorporated and retained in applicable SOAR binders.

f. The PATE sheet has been modified to allow the capture of prospecting and new contract attainment through the use of internet social networking websites, such as FaceBook, Twitter and Navy sponsored sites.

g. Provides standardization for the development and maintenance of DEP folders.

h. Provides emphasis for the use of enlistment documents contained in the WEBRTOOLS kit application and/or located on the command forms website for processing applicants for enlistment and creation of the enlistment package. The use of local command generated forms is strictly prohibited.

3. Action. Remove revised pages from hard copy manuals and replace with enclosure (1). The Navy Recruiting Manual-Enlisted, with change pages incorporated, is available on the command's website and the link is provided in the distribution information below.

Note: *The initial fitness assessment (IFA) test remains in a suspended status as of this date, including any reference to the IFA in this change transmittal. Guidance concerning future authorization of the IFA will be released under separate correspondence at a later date.*

4. Questions regarding this change transmittal may be directed to COMNAVCROUTCOM N35, Plans and Programs Division, at 901-874-9465.

/s/

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Deputy

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